

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV15423003
POSITION NO: 244932
POSITION TITLE: Civil Engineer

DATE POSTED: 03/08/22
CLOSING DATE: Open Until Filled

DEPARTMENT NAME / WORKSITE:		OPVP/Fiscal Recovery Fund Office/Window Rock, AZ	
WORK DAYS:	<u>Mon - Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> <u>GRADE/STEP:</u> <u>BR67A</u>
WORK HOURS:	<u>40 per week</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: <u>PER ANNUM</u>
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> \$ <u>66,941.28</u>
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> DURATION : <u>PER HOUR</u>
			\$ <u>32.06</u>

DUTIES AND RESPONSIBILITIES:

Will conduct on-site reviews for ARPA/FRF funded projects; prepares reports; if deficiencies are determined, coordinate with Fiscal Recovery Fund (FRF) and American Rescue Plan Act (ARPA) project managers to resolve issues; conducts follow up visit to ensure implantation of corrective action plans. Assists Principle Civil Engineer to ensure all ARPA/FRF funded projects have all necessary preliminary/clearance documentation available for review; if projects are missing documentation, will assist ARPA/FRF funds project managers assistance to bring all studies into compliance. Provides monthly/quarterly/yearly reports on ARPA/FRF funded reviewed projects; ensure all reports are posted on to the NNFRFO website. Serves as technical advisor to internal/external stakeholders to ensure ARPA/FRF funded projects resolve identified issues/concerns. Provides review of contracts for ARPA/FRF funded projects to ensure compliance with federal/state/Navajo Nation laws/regulations/policies/procedures. Attend training as needed to keep current on ARPA/FRF laws/regulations/policies/procedures. Attend meeting representing NNFRFO; other duties as assigned

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Civil Engineering or related engineering field; and two (2) years responsible work experience as a Civil Engineer and/or related work in public infrastructure construction.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the principles, practices and techniques applied in civil engineering to sufficiently address and reconcile engineering concerns that are repetitive. Knowledge in developing engineering plans, scope of work, and design specifications for conventional or for small engineering projects consisting of multiple phases. Knowledge of methods applied in coordinating, managing, scheduling and controlling multiple phases of construction projects. Skill in scheduling, inspecting and providing surveillance of methods and equipment used in construction. Skill in establishing and maintaining effective working relationships with professional engineers, government agencies and the general public. Ability to enforce, comply and assure safety standards and health regulations. Ability to resolve engineering problems through mathematical formulas and calculations.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.